



Louisville Metro Revenue Commission

Form W-2
Filing Specifications for
Magnetic/Electronic Filing

Introduction

Annual W-2 information must be submitted to the Louisville Metro Revenue Commission by employers with employees who perform services with Louisville Metro, KY. This includes all of Jefferson County Kentucky. This data can be submitted to this agency electronically or via magnetic media. The data can be formatted according to the Social Security Administration (SSA) Specifications for Magnetic Media Reporting and Electronic Filing of Annual W-2 Information (MMREF) or in an Excel spreadsheet. See further information concerning how to format the data below.

Who has to file:	Employers with employees who perform services both within the Louisville Urban Service District (formally the City of Louisville) and within Jefferson County. Outside the Louisville Urban Service District.
Filing Information:	Due Date: January 31st All magnetic filing must be sent to: Louisville Metro Revenue Commission W-2 Magnetic Filing P.O. Box 35410 Louisville, KY 40202-5410
Corrections:	Corrections may be submitted in the same format as the original submission or may be filed on paper. If submitted via diskette or CD, label the media as 'Correction'. Submit corrections to: Louisville Metro Revenue Commission W-2 Magnetic Filing P.O. Box 35410 Louisville, KY 40202-5410

Acceptable Medium

Medium Accepted by Louisville Metro Revenue Commission

- 1) **3 ½ inch diskette specifications**
 - a) Double density or high density diskettes will be accepted.
 - b) The diskette cannot contain multiple files
 - c) Data cannot be accepted in zip format
 - d) The file of the diskette must be named W2REPORT.
- 2) **Compact Disc (CD) specifications**
 - a) 650-700 MB capacity
 - b) CR-R format only, no RW formats will be accepted

- c) The CD cannot contain multiple files
- d) Data cannot be accepted in zip format
- e) The file of the diskette must be named W2REPORT.

3) Electronic Upload Specifications

- a) The file size should not exceed 500 MB.
- b) Go to our web site www.metrorevenue.org and follow directions

External Label Specifications

The external label on a diskette or CD must include “W2” along with the calendar year and the transmitter name and account number. The external label for a multi-volume diskette must indicate the proper sequence for processing. For example, volume 1 of a 2 volume file must be labeled “Vol 1 of 2,” volume 2 would be labeled “VOL 2 of 2.”

Transmittal Form

Magnetic media forwarded to the Metro Revenue Commission must be accompanied by a Form W-3. A copy of this form can be downloaded from our web site at www.metrorevenue.org.

Test Tape

The Louisville Metro Revenue Commission does not process test tapes.

Send magnetic media to the address below:

Louisville Metro Revenue Commission
W-2 Magnetic Filing
P.O. Box 35410
Louisville, KY 40202-5410

Social Security Administration (SSA) Specifications for Magnetic Media Reporting and Electronic Filing of Annual W-2 Information

The W-2 data forwarded to the Metro Revenue Commission must include only those employees that earned wages while working in Louisville Metro, KY (Jefferson County). The records' formats must follow the specifications published by the SSA in Publication MMREF. The required data is in the same records and location as found in the SSA MMREF.

Any record types other than those listed below will not be process by the Louisville Metro Revenue Commission.

“RA” Submitter Record. This is the first record on each file. The RA record identifies the organization submitting the file. The record layout is identical to that required for the SSA MMREF.

“RE” Employer Record. This record identifies the employer paying the wages for the employees in the RS record(s). The record layout is identical to that required for the SSA MMREF.

“RW” Employee Wage Record. This record identifies the income and tax data for employees.

“RS” State Record. The record identifies the employee and reports the total amount of wages received during the year and the types and amounts of withholding on those wages. The record layout is identical to that required for the SSA MMREF.

Note: *Only those employees that earned wages while working in Louisville Metro, KY (Jefferson County, KY) should be reported.*

Submitting W2 Data via an Excel spreadsheet

The data printed on the W-2 form for the employee, can be submitted to the Louisville Metro Revenue Commission in an Excel spreadsheet in the format outlined below.

Row	Column	W-2 Data
1	A	Payroll processor's name, address, zip code, and EIN.
2	A	Employer's EIN as reported in box (b) of the W-2 form.
3	A	Employer's name, address, and zip code as reported in box (c) of the W-2 form.
4	A	Employee's social security number as reported in box (d) of the w-2 form.
4	B	Employee's name as reported in box (e) of the W-2 form.
4	C	Employee's address and zip code as reported in box (f) of the W-2 form.
4	D	Wages, tips & other compensation as reported in box (I) of the W-2 form
4	E	Medicare wages & tips as reported in box (5) of the W-2 form.
4	F	Deferred compensation contributions as reported on box (12) of the W-2 form.
4	G	Local taxable wages reported in box (18) of the W-2 form.
4	H	Local income tax withheld as reported in box (18) of the W-2 form.
4	I	Locality name as reported in box (20) of the W-2 form.